

***Travel Supported by  
VA (On-Station)***

Authorized Absence

Traveler:

Destination:

Dates:

Funding:

Traveler <i>Pre-Trip</i> Checklist	Travel Coordinator <i>Pre-Trip</i> Checklist
<ol style="list-style-type: none"><li>1. Check government-rate airfare price with <b>World Wide Travel</b> (1-888-811-8129).</li><li>2. Make airline reservations via Internet or personal travel agent if <i>cost is less than</i> government-rate from Carlson-Wagonlit Travel.</li><li>3. Submit information to Travel Coordinator.<ul style="list-style-type: none"><li><input type="checkbox"/> Documentation (including dates, location, and purpose) and itinerary</li><li><input type="checkbox"/> Funding source</li><li><input type="checkbox"/> Estimated travel expenses</li><li><input type="checkbox"/> Work and personal details</li></ul></li><li>4. Sign VA paperwork prepared by Travel Coordinator.</li><li>5. Enter AA in VISTA-Time &amp; Attendance.</li></ol>	<ol style="list-style-type: none"><li>1. Prepare required VA paperwork.<ul style="list-style-type: none"><li><input type="checkbox"/> OP 165</li><li><input type="checkbox"/> SF-71 Leave Slip (Research Employees)</li></ul></li><li>2. Enter cost estimate for R&amp;D budget.</li><li>3. Fax OP 165 and supporting documentation to Employee Travel Office.</li><li>4. Submit original OP 165 and supporting documentation to Employee Travel Office.</li></ol>

Traveler <i>Post-Trip</i> Checklist	Travel Coordinator <i>Post-Trip</i> Checklist
<ol style="list-style-type: none"><li>1. Submit original receipts to Employee Travel (P4-FISC-T) within five days of return for expense reimbursement.</li><li>2. Sign travel voucher from Employee Travel.</li><li>3. Receive reimbursement via electronic funds transfer from VA to bank account.</li></ol>	<ol style="list-style-type: none"><li>1. Receive travel voucher from Employee Travel. Obtain signatures from traveler and fiscal authority. Return to Employee Travel.</li><li>2. Enter actual cost for R&amp;D budget.</li></ol>